

LAWFUL APPOINTMENT DETERMINATION TEMPLATE

[INSERT DEPT. LETTERHEAD]

Date

Employee Name

Employee Address 1

Employee Address 2

Personnel Officer Name

Personnel Officer

Department Name

Human Resources

Department Address

RE: Lawful Appointment Determination Notice

This notice concerns the investigation conducted by **[DEPARTMENT NAME]** regarding the lawfulness of your appointment to **[CLASSIFICATION TITLE]**, effective **[DATE EMPLOYEE WAS OFFERED AND FORMALLY ACCEPTED THE POSITION]**.

(Choose one of the following three introductions)

(A. If an Intent to Void Notice was issued and the employee responded)

On **[DATE OF INTENT TO VOID NOTICE]**, the **[DEPARTMENT NAME]** notified you that your appointment to **[CLASSIFICATION TITLE]** was deemed unlawful. On that date, you were provided 15 days to submit any additional information you may have which could alter the **[DEPARTMENT NAME]**'s determination.

You provided additional information on **[DATE(S) PROVIDED]**.

After careful review of this information, the **[DEPARTMENT NAME]** determined that your appointment to the **[CLASSIFICATION TITLE]** position is lawful and shall stand.

(B. If an Intent to Void Notice was issued and the employee did not respond)

On **[DATE OF INTENT TO VOID NOTICE]**, the **[DEPARTMENT NAME]** notified you that your appointment to **[CLASSIFICATION TITLE]** was deemed unlawful. On that date, you were provided 15 days to submit any additional information you may have which could alter the **[DEPARTMENT NAME]**'s determination.

You did not provide any additional information in response to this request.

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However, the **[DEPARTMENT NAME]** determined that your appointment to the **[CLASSIFICATION TITLE]** position is lawful and shall stand.

(C. If No Intent to Void Notice was issued, but employee became aware during the investigation)

You became aware of the investigation during the fact-finding process related to your appointment to the **[CLASSIFICATION TITLE]** position.

After careful review of all related documentation and information obtained during the investigation, the **[DEPARTMENT NAME]** has determined that your appointment to the **[CLASSIFICATION TITLE]** position is lawful and shall stand.

(Continue with these paragraphs in all cases)

Furthermore, the investigation revealed that you and **[DEPARTMENT]** acted in good faith when it offered, and you accepted, the appointment in question.

The determination is based on the following: **[INSERT REASON(S) FOR LAWFUL APPOINTMENT DETERMINATION INCLUDING FINDINGS OF GOOD FAITH, ELIGIBILITY, OR CLARIFICATIONS OF MISTAKES]**.

As such, all the rights and benefits associated with your appointment to the **[CLASSIFICATION TITLE]** position, effective **[DATE]** shall remain intact. If you have any questions regarding this notice, please contact **[ASSIGNED STAFF]** at **[STAFF CONTACT INFORMATION]**.

Sincerely,

/s/Personnel Officer
Personnel Officer Name
Personnel Officer
Department Name
Human Resources Division